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CELD-TT

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Transportation and Travel
TRAVEL MANAGEMENT

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CHAPTER 1

INTRODUCTION

1-1. Purpose. This regulation delegates authorities and prescribes procedures for processing and controlling travel performed by personnel of HQUSACE and OCE.

1-2. Applicability. This regulation applies to travel of civilian and military personnel in HQUSACE and OCE, and individuals traveling on invitational travel orders at the request of HQUSACE and OCE. It also applies to the travel expenses of persons employed as consultants or experts.

1-3. References. Policies and procedures in this regulation are based on guidance presented in the regulations and publications listed in Appendix A. Therefore, the reader of this regulation should not use it to the exclusion of the referenced publications since they provide the basic policy guidance from which USACE systems and procedures are developed. Persons having questions concerning procedures in this regulation should refer them to CELD-TT.

1-4. Definitions. An explanation of the meaning of certain terms used in this regulation is provided.

a. FOREIGN TRAVEL. All geographical locations outside the 50 United States, areas and installations in the Republic of Panama made available to the United States under the Panama Canal Treaty of 1977 and related agreements (as described in Section 3(a) of the Panama Canal Act of 1979). Trips to U.S. territories/possessions are no longer considered as foreign travel for ASA(CW) consideration.

b. OCONUS TRAVEL. Travel outside the continental 48 United States. This includes Alaska, Hawaii, Puerto Rico, the Virgin Islands, and U.S. territories/possessions.

c. PERMANENT DUTY STATION. The location where the employee is actually stationed; the place where the employee expects and is expected to spend the greater part of his/her time. Generally, the corporate limit of the city or town determines an employee's official station.

d. POST CONFERENCE TOURS. Peripheral tours offered before the start or after the conclusion of the formal conference program, usually a tour of a non-technical nature.

1-5. Policy. Directors and Chiefs, Separate Offices will critically review the necessity for TDY travel to ensure that purpose and cost of travel are consistent with the guidelines prescribed herein.

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- a. The number of people who must travel for a single purpose will be held to an absolute minimum.
- b. Do not permit travel when the matter in question can be handled by mail or telephone.
- c. Hold use of rental cars to an absolute minimum.
- d. Restrict the use of blanket travel orders.
- e. Reduce duration of trips to a minimum number of days.
- f. Critically review necessity for travel of two or more representatives on the same trip.
- g. Travel must be directly and clearly related to mission achievement. Travel that is marginal should be deferred or canceled.

1-6. Responsibilities.

a. Directors and Chiefs, Separate Offices will ensure that all travel by subordinates is approved and authorized by officials to whom such authority has been delegated. An authorization shall be issued prior to the occurrence of travel expenses. The authorization shall be as specific as possible in the circumstances requiring travel. Travel shall be limited to the minimum necessary for mission accomplishment.

b. Directors and Chiefs, Separate Offices will ensure that:

(1) The designated travel approving/directing official will be at an organizational level that will ensure effective control of travel. The approving/directing official's primary objective will be to ensure the necessity of official travel.

(2) The designated order authorizing or authenticating official is an official who has full knowledge of applicable regulations. The order authorizing/authenticating official is the person designated to issue travel orders for the Commander.

(3) Non-technical post conference tours will not be authorized or approved at Government expense. However, USACE personnel may attend and/or participate in nontechnical post conference tours at their own expense, provided annual leave is approved for that purpose.

(3) DA Form 2374-R, Notification of Foreign Visit, will be forwarded to CELD-TT 45 days prior to departure, except for clearly indicated emergency situations.

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c. Requests for clarification and/or deviation of the provisions contained in the Joint Travel Regulations/Joint Federal Travel Regulations (e.g., actual. expense authorization) will be submitted to CELD-TT.

d. Directors and Chiefs, Separate Offices will critically review and evaluate request for proposed travel of Government contractor personnel to ensure that:

(1) Each trip is essential and can demonstrate positive and substantial benefits.

(2) The conduct of official business requires personal contact or observation.

e. Military personnel traveling outside of CONUS must have been tested for Human T-Lymphotropic Virus Type III I(HTLV-III)/ Human Immunodeficiency Virus (HIV) within the last 6 months prior to travel.

1-7. Delegated Authorities. See Tables 1-1 and 1-2.

Table 1-1, DD Form 1610, Routine CONUS TDY Orders

Traveler	Requesting Official and/or Actg* Block 17	Approving Official/ Actg Block 18	Order Authorizing Official/and/or Block 20
Ex Ofc			
CECS	CECS	CEDC	CEDC
Asst CECS	CECS	CEDC	CEDC
CSM	CECS	CEDC	CEDC
ACE	ACE	CEDC	CEDC
Directors/ C/Sep Ofcs	Directors/ C/Sep Ofcs CECS	CECS/Asst CECS	CECS/Asst
OACE			
Dep Asst	DACE	ACE	ACE
Ex Dir	DACE	ACE	ACE
Div Chiefs	Div Chiefs	DACE/Ex Dir	DACE/Ex Dir
Br Chiefs	Div Chiefs	DACE/Ex Dir	DACE/Ex Dir
Other Pers	Br Chiefs	Div Chiefs	Div Chiefs
Civil Works			
D/Dir-Ex Dir/ ADCWs	D/Dir-Ex Dir/ ADCWs	Director	Director
Div Chiefs	Div Chiefs	Ex Dir	Ex Dir
Br Chiefs	Div Chiefs	Ex Dir	Ex Dir
Other Pers	Br Chiefs	Div Chiefs	Div Chiefs
Mil Programs			
Dep/Exec	Dep/Exec	Director	Director
A/Directors	A/Directors	Exec Dir	Exec Dir
C/Sep Of cs	C/Sep Ofcs	Exec Dir	Exec Dir
Div Chiefs	Div Chiefs	Exec Dir	Dep/Ex Dir
Br Chiefs	Br Chiefs	Div Chiefs	Div Chiefs
Other Pers	Br Chiefs	Div Chiefs	Div Chiefs
Real Estate			
Dep	Dep	Director	Director
Div Chiefs	Div Chiefs	Director	Director
Br Chiefs	Div Chiefs	Dep Dir	Dep Dir
Other Pers	Br Chiefs	Div Chiefs	Div Chiefs
Res & Dev			
Dep	Dep	Director	Director
C/Sep Ofcs	Dep	Director	Director
Other Pers	C/Sep Ofcs	Director	Director
Res Mgmt			
Dep/Ex Dir	Dep/Ex Dir	Director	Director
Admin Ofcr	Ex Dir	Dep	Dep
Div Chiefs	Div Chiefs	Ex Dir	Ex Dir
Br Chiefs	Div Chiefs	Ex Dir	Ex Dir
Other Pers	Br Chiefs	Div Chiefs	Div Chiefs

*For local travel approval see paragraph 6-4

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Table 1-1, DD Form 1610, Routine CONUS TDY Orders-Continued

Traveler	Requesting Official and/or Actg* Block 17	Approving Official/ Actg Block 18	Order Authorizing Official/and/or Block 20
Log Mgmt			
Dep/Aviation Mgr	Dep/Aviation Mgr	Director	Transp Ofcr
Exec Asst	Dep	Director	Transp Ofcr
Div Chiefs	Dep	Director	Transp Ofcr
Br Chiefs	Div Chiefs	Director	Transp Ofcr
Other Pers	Br Chiefs	Div Chiefs	Transp Ofcr
Info Mgmt			
Dep & Ex Dir	Dep & Ex Dir	Director	Director
Admin Of cr	Ex Dir	Deputy	Deputy
Div Chiefs	Ex Dir	Deputy	Deputy
Br Chiefs	Div Chiefs	Ex Dir	Ex Dir
Other Pers	Br Chiefs	Div Chiefs	Div Chiefs
Personnel			
Dep	Dep	Director	Director
Admin Ofcr	Dep	Director	Director
Div Chiefs	Div Chiefs	Director	Director
Br Chiefs	Div Chiefs	Dep Dir	Dep Dir
Other Pers	Br Chiefs	Div Chiefs	Div Chiefs
Counsel			
Dep	Dep	Director	Director
M&A Ofcr	Dep	Director	Director
C/Sep Ofcs	Dep	Director	Director
Other Pers	C/Sep Ofcs	Dep	Dep
Engr Insp Gen			
Div Chiefs	Div Chiefs	CEIG	CEIG
C/Sep Of c	C/Sep Ofc	CEIG	CEIG
Public Affairs			
Dep	Dep	Chief	Chief
Div Chiefs	Div Chiefs	Dep	Dep
Other Pers	Div Chiefs	Dep	Dep
Security and Law Enforcement			
Dep	Dep	Chief	Chief
Other Pers	Dep	Chief	Chief

*For local travel approval see paragraph 6-4

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Table 1-1, DD Form 1610, Routine CONUS TDY Orders-Continued

	Requesting Official and/or Actg*	Approving Official/ Actg	Order Authorizing Official/and/or
Traveler	Block 17	Block 18	Block 20
Equal Empl Opp			
Div Chiefs	Div Chiefs	Chief	Chief
Other Pers	Div Chiefs	Chief	Chief
Principal Asst for Contracting			
Dep	Dep	Chief	Chief
C/Sep Ofc	Dep	Chief	Chief
Other Pers	Dep	Chief	Chief
Sm & Disadvantaged Bus Util			
Dep	Dep	Chief	Chief
Other Pers	Dep	Chief	Chief
Audit			
Other Pers	Team Chief	Chief	Chief
History			
Div Chiefs	Div Chiefs	Chief	Chief
Curator	Curator	Chief	Chief
Other Pers	Div Chiefs	Chief	Chief

*For local travel approval see paragraph 6-4

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Table 1-2, DD Form 1610, OCONUS TDY Orders

Traveler	Requesting Official and/or Actg Block 17	Approving Official/ Actg Block 18	Order Authorizing Official/and/or Block 20
Ex Ofc			
Cdr	CDR	CECS	CELD-TT
CEDC	CEDC	CECS	CELD-TT
CECS	CECS	CEDC	CELD-TT
Asst CECS	CECS	CEDC	CELD-TT
CSM	CECS	CEDC	CELD-TT
ACE	ACE	CEDC	CELD-TT
OACE			
Dep Asst	DACE	ACE	CELD-TT
Ex Dir	DACE	ACE	CELD-TT
Div Chiefs	Div Chiefs	DACE	CELD-TT
Br Chiefs	Div Chiefs	DACE	CELD-TT
Other Pers	Div Chiefs	DACE	CELD-TT
Directors/ C/Sep Ofcs Div Chiefs	Directors/ C/Sep Ofcs Div Chiefs C/Sep Ofcs	CECS Directors/ CELD-TT	CELD-TT
Other Pers	Div Chiefs C/Sep Ofcs	Directors/ CELD-TT	

CHAPTER 2

ADVANCE PLANNING

2-1. CONUS TDY Travel.

a. Consult Preliminary Planning Sheet, Table B-1, Appendix B for number of days required for various support services.

b. Under normal circumstances, travelers should submit DD Form 1610 to their order authorizing official at least eight work days in advance of anticipated date of departure.

2-2. OCONUS/Foreign TDY Travel.

a. Travelers should consult Preliminary Planning Check Sheet, Table B-2 Appendix B for actions to be accomplished and lead time required to complete these actions.

b. When the specified lead time shown on the Preliminary Planning Check Sheet cannot be met, Directors and Chiefs, Separate Offices will be responsible for providing necessary special messenger service.

CHAPTER 3
TRAVEL ORDERS

3-1. General.

a. DD Form 1610, Request and Authorization for TDY of DOD Personnel, is prescribed for general use in connection with all official temporary duty travel. It will be used for group or blanket temporary duty travel, with a continuation sheet or sheets containing additional names, authorizations and necessary information. DD Form 1610 will not be used for invitational travel orders.

b. Most of the items on DD Form 1610 are self-explanatory. In general, items should be completed as follows:

(1) Date of Request - Enter day, month, and year; i.e., 25 July 1988.

(2) Name and SSN - Enter name and social security number of traveler.

(3) Position and Title and Grade or Rating - Self explanatory.

(4) Official Station - Enter name and location of permanent duty station.

(5) Organizational Element - Enter division, branch.

(6) Phone No. - Enter complete telephone number.

(7) Type of Order - Indicate as appropriate,, e.g., TDY, repeated, amendment, confirmatory, blanket, cancellation.

(8) Security Clearance - The degree of security clearance for the period of temporary duty will be included in the order, i.e., interim or final security clearance, top secret, secret, or confidential, as appropriate; i.e., "individual cleared for access to classified material up to and including (classification) for the period of this TDY. The statement "Access to classified data not required " will be included when appropriate. This item is to be used only when considered necessary by the travel directing official.

(9) Purpose of TDY - Specify clearly and fully (see paragraph 3-2g).

(10) Approximate Number of Days of TDY:

(a) Include travel time. The assignment, including travel time, may be exceeded by 100% or 7 days, whichever is less, without requiring an amendment.

(b) Proceed On or About (Date) - Indicate for beginning of official travel which will be as accurate as possible (official travel may begin as much as 7 days before or after the indicated date but is not official until the date travel order is issued).

(11) Itinerary - Indicate places from and to which official travel is authorized and "return to" point. If it is expected that the traveler may have to alter the prescribed itinerary to accomplish mission assignment, indicate by an "X" in block preceding "variation authorized." Variation should be limited within specific division/district, or area.

(12) Mode of Transportation - Indicate in block(s) provided, the mode(s) authorized.

(13) Per Diem - When the rates prescribed in the JTR/JFTR are to be authorized, check the block "Per Diem Authorized in accordance with JTR" and make no further entries regarding per diem rates.

(14) Estimated Cost - Self explanatory.

(15) Advance Authorized - Leave blank. The amount of advance of travel funds will be computed by the Finance and Accounting Office.

(16) Remarks - may be used for special authorization or any pertinent information.

(17) Requesting Official (Title and Signature) - See Tables 1-1 and 1-2.

(18) Approving Official (Title and Signature) - See Tables 1-1 and 1-2.

(19) Accounting Citation - Show appropriate fiscal data, with complete fund citation, including appropriation ADP workcode and fiscal station number.

(20) Order Authorizing Official or Authentication - See Tables 1-1 and 1-2.

(21) Date Issued - Show date that order was issued.

(22) Travel Order Number - Show the identifying number which has been assigned.

c. Item 11 above may indicate travel from employee's place of abode and return thereto. For the purpose of TDY entitlements place of abode is defined as the residence or other quarters from which the employee regularly commutes to and from work. Travel approving officials will ensure that orders do not direct travel from points other than residence or quarters in excess of the residence quarters where the employee regularly commutes to and from work.

3-2. Preparation of Travel Orders.

a. In the preparation of travel orders the accounting citation block will reflect the appropriate accounting citation, including appropriation APD workcode, fiscal station number(FSN) and Organization Code.

b. Immediately after preparation of travel orders by the element the form will be processed through HECSA Finance and Accounting Branch Representative in Room 1213C for fund certification. If the orders have been approved by the order authenticating office, HECSA will retain two copies.

c. When travel orders include points outside the Continental United States and transportation is furnished by Military Airlift Command (MAC) a Customer Identification Code (CIC) will also be included in the accounting citation block. Contact HECSA Finance and Accounting Office for CIC codes.

d. Travel orders which do not call for the use of Government facilities when available, or which authorize the hiring of special conveyances, will be held to the absolute minimum. Directors and Chiefs of Separate Offices will ensure that these exceptions are made only in cases where mission performance is essential. For those existing Government facilities, Directors and Chiefs of Separate Offices will require approval by the approving official that utilization of existing Government facilities would adversely affect the performance of assigned mission. The requesting official and traveler will furnish, in writing, the travel approving official specific justification that such use is impractical.

e. All travel orders will include the amount of estimated costs. All estimates will be as realistic as possible.

(1) "Per Diem" estimate will include only costs for per diem, in quarter day increments.

(2) "Travel" estimates will reflect the cost of commercial transportation at Government rates or mileage allowance for use of privately owned conveyance to and from temporary duty location.

(3) "Other" estimates will include all costs, except those in subparagraphs (1) and (2) above, for items reimbursable to the traveler (e.g., taxi fares, rental car costs, registration fees, transportation to and from terminals, parking fees, use of privately owned conveyance at TDY site, etc.). For PCS travel the estimate will include the costs for transportation and storage of household goods, temporary quarters and subsistence expense, real estate expense, and miscellaneous expenses.

(4) "Total" estimated costs, the sum of (1), (2) and (3) above, will be the amount used by HECSA Finance and Accounting Branch to certify funds.

(5) Blanket travel orders will reflect a NTE dollar limit for the fiscal year or other period of issuance.

f. Travel order approving officials will ensure that the GTR cost is shown in item 16 of DD Form 1610 when travel by privately owned conveyance is not more advantageous to the Government. Item 16 will also reflect any annual leave approved in conjunction with the TDY assignment, except for military personnel. If travel involves post conference tours, the tour and cost will also be reflected.

g. All travel orders, DD Form 1610, will include standard purpose categories to identify the reason for travel in addition to any other description of the purpose of TDY. The applicable purpose categories will be included in item 9 of DD Form 1610. Consult Appendix L for purpose categories and descriptions.

3-3 Blanket Travel Orders.

a. Blanket travel orders are issued to employees/members who frequently make trips away from their permanent duty station, within certain geographical limits, in the performance of assigned duties. Normally, such orders are issued for an entire fiscal year.

b. Blanket travel orders will be used only if regular TDY orders or repeated orders will not accomplish the mission.

c. Blanket travel orders will be authorized only for those personnel performing missions considered absolutely essential to the operation of the mission.

d. Directors and Chiefs of Separate Offices will thoroughly evaluate requests for approval of blanket travel orders to ensure they are fully justified and include specific reasons why blanket travel orders are required. Officials evaluating requests for blanket travel orders will apply the following criteria prior to submitting requests to CELD-TT:

(1) The urgency of the mission is such that there is insufficient time to process a normal request for TDY.

(2) The requirement cannot be satisfied by another type of order, e.g., repeated travel order.

(3) The requirement occurs often enough to justify blanket travel orders.

e. Positions approved for blanket travel orders will be reviewed on a semiannual basis to determine their valid essentiality.

f. Blanket travel orders will not be used to compensate for administrative workloads.

g. Blanket travel orders will be prepared on DD Form 1610, Request and Authorization for TDY Travel of DOD Personnel, and will be submitted to CELD-TT along with justification. General Officers and staff members of the Executive Office need not submit justifications. DD Form 1610 will be completed through item 19 and will be approved by the appropriate order approving official.

h. Format for preparation of orders is shown in Figure J-1, Appendix J.

3-4. Repeated Travel Orders.

a. Repeated travel orders allow any necessary number of separate round trip journeys from the permanent duty station to and from or between specified locations. Each separate journey may necessitate a stopover for duty at one or more places before returning to the permanent duty station. Travel will not be solely between the place of duty and the place of lodging. Sample for preparation of repeated travel order is shown in Figure J-2, Appendix J.

b. Repeated travel orders may be issued for periods up to 60 days and may be reissued if necessary.

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3-5. TDY Orders for Military Personnel. Travel orders may be issued up to 179 calendar days. Requests for TDY in excess of 179 calendar days will be submitted to CEPE-MA for forwarding to DA level for approval, NLT the completion of the 145th day of TDY.

3-6. Invitational Travel Orders.

a. Invitational travel orders are issued to individuals who are not Federal Government employees or members of the Uniformed Services. Employees from other Government agencies who travel/perform work for USACE should not be issued invitational travel orders.

b. Travel allowances authorized for individuals traveling under invitational travel orders are limited to those normally authorized for employees in connection with temporary duty travel.

c. Advance of funds is not allowed for persons traveling under invitational travel orders.

d. Travel of foreign nationals must be approved by HQDA, Office of the Deputy Chief of Staff for Intelligence (ODCSINT) prior to issue of invitational orders. All orders for travel of foreign nationals, to or within CONUS, or from CONUS to OCONUS, will be forwarded to CEP-M-S-FL for coordination and approval by DA. After DA approval CEP-M-S-FL will forward requests to the HECSA representative for fund certification.

e. Procedures for requesting invitational travel orders are contained in Chapter 13, paragraph 13-2p of this regulation.

3-7. NATO Travel Orders.

a. NATO travel orders are required for US Military Personnel directed to travel to or through Belgium, Canada, Denmark, France, Federal Republic of Germany, Greece, Iceland, Italy, Luxembourg, the Netherlands, Norway, Portugal, Turkey, or the United Kingdom. NATO travel orders are not issued to civilian personnel.

b. CELD-TT will furnish NATO order (Figure J-3, Appendix 3).

3-8. Exceptions. When travel is performed within the limits of HQUSACE and the surrounding metropolitan areas, authorization by the travel directing official may be oral. Travel orders will not be issued when it is known that the claim for travel expense will not involve the payment of per diem and will involve only reimbursement for the use of a privately owned conveyance approved as being more advantageous to the Government. In such

cases, reimbursement will be effected on SF 1164, Claim for Reimbursement for Expenditures on Official Business.

3-9. Revocations.

a. DD Form 1610 will be used for revocation of TDY travel orders (Figure J-4, Appendix J).

b. DD Form 1614 will be used for revocation of permanent change of station travel orders.

c. Revocation of invitational travel orders will be requested by an informal memorandum (Figure J-5 , Appendix J).

d. Revocations for permanent change of station orders will be forwarded through the HECSA Finance and Accounting representative.

e. Revocations for invitational orders will be forwarded through the HECSA Finance and Accounting representative, to CELD-TT.

3-10. Numbering Travel Orders.

a. DD Form 1610, Block 22 will be numbered using a fiscal year designation, a month of the FY designation (Appendix C) and organizational code (Appendix D), and a sequence number. Each element will use their own sequence numbers from 001 to 999. A sample number for the Directorate of Resource Management would be 88-01-D001 for the first travel order of the year. The number also indicates that the travel order was issued during October (first month of the fiscal year).

b. Amendments to travel orders will have the same number as the original order followed by a letter designation. The first amendment to the above order will be 88-01-D001-A and the second amendment would be 88-01-D001-B.

c. Directors and Chiefs of Separate Offices may assign blocks of numbers to internal elements responsible for preparing travel orders. The allocation must be made within the element's numeric sequence from 001 to 999. Duplicate numbers within the same organization shall be avoided.

d. If an element processes more than 999 travel orders during a fiscal year, the sequence will be repeated substituting an alpha character for the first number, i.e., 88-10-DA01 would be the 1000th travel order issued by DRM (if travel order was issued in July). Following use of DA 999, the next number would be DB01.

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e. Consult Appendix D for organizational code for issuance of orders.

3-11. Amendments. DD Form 1610 or 1614, whichever is applicable, will be used. Request for amendment of invitational travel orders will be submitted via informal memorandums. All amendments will be forwarded through HECSA, Finance and Accounting Branch representative. (Figures J-6 thru J-8, Appendix J).

3-12. Permanent Change of Station (PCS) Travel Orders. Guidance and procedures for issuance of PCS orders are contained in Chapter 7.

CHAPTER 4

MODES OF TRANSPORTATION

4-1. Government Conveyance. Chapter 2, Part B, Volume 2, JTR, governs the control of use of Government conveyance.

4-2. Privately Owned Conveyance.

a. Chapter 2, Part D, Volume 2, JTR, prescribes procedures to be used when authorizing the use of a privately owned conveyance.

b. Individuals who are authorized the use of privately owned airplanes for TDY will include in travel orders a certification by the pilot that he/she and the aircraft to be used meet all applicable Federal Air Regulations with respect to the pilot qualifications and currency and aircraft air worthiness requirement.

c. All non-military aircraft authorized for use by individuals on TDY shall, at a minimum, be equipped with a two-way radio.

d. If other official passengers are to be carried, both the pilot-in-command and the aircraft to be used shall meet the requirements set forth in Federal Air Regulations, Part 135 for air taxi.

e. Only those chartered air taxi operators holding the Standardized Tender of Service for Passenger Air Transportation by Chartered Air Taxi Service, approved by HQ Military Traffic Management Command, may be used for movement of personnel. Arrangement for charter air taxi will be made with Ask Mr. Foster Travel Services.

4-3. Rental Cars.

a. When it is determined that an automobile is required for official travel, commercial rental car companies under agreement with the Military Traffic Management Command (MTMC) should be used. However, travelers may rent vehicles direct from commercial companies. This applies to travelers who travel to their destination by common carrier, e.g., airplane, train, or bus and would customarily rent a vehicle for local transportation in the destination area. Government furnished automobiles will continue to be used in isolated areas where commercial rental contractors are not available.

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b. When an automobile is required for official travel performed locally or within commuting distance of an employee's designated post of duty a Government-furnished automobile is the first resource. If Government-furnished automobile is unavailable commercial rentals may be used.

c. Special conveyances, such as rented or hired automobiles, taxis, boats, aircrafts, livery or other means of transportation, may be utilized by travelers in a TDY status if the use of such is authorized.

d. Travelers authorized to use a commercial car rental may:

(1) Make reservations preferably with Ask Mr. Foster, but may rent directly from the rental car agency.

(2) Use personal credit cards.

e. Reimbursement for official use of the car will be claimed on DD Form 1351-2, Travel Voucher or Subvoucher. An itemized statement of costs will be attached to the travel voucher.

f. Except for general officers, DD Form 1351-2 will include a statement that the entire use of a rented vehicle was for official business. If an automobile has been used partially for nonofficial business, all travelers, except general officers, will furnish a specific itinerary and mileage for all nonofficial use. General officers may furnish only the total nonofficial miles.

g. Insurance. Travelers on official business are not subject to any fee for Collision Damage Waiver, and in the event of an accident, will not be subject to any collision damage responsibility (see the Federal Travel Directory for participating car rental agencies). Personal Accident Insurance or Personal Effects Coverage may be offered to the traveler but are not a prerequisite for renting a vehicle. When renting from companies not participating in the Military Traffic Management program, standard Collision Damage Waiver practices will apply. Reimbursement for the cost of purchasing extra collision insurance when official travel is performed wholly within the continental United States, Alaska, Hawaii, Puerto Rico, or the territories and possessions of the United States is prohibited.

4-4. Administrative Approval for Civilian Use of Privately Owned Automobile Not Approved in Advance of Travel.

a. In those cases where a civilian employee on official business elects to use a privately owned automobile and has not secured approval in advance of travel the travel approving official (see Delegated Authorities) may exercise administrative approval on the reverse of DD Form 1351-2 to approve this mode of transportation (Figure J-9, Appendix J).

b. Administrative approval is limited to those allowances specified in Chapter 4, Part N, Volume 2, JTR.

4-5. Use of Travel Agencies. Travel agencies under contract to the US Government will be used to secure passenger transportation. The provisions prescribed in subparagraphs a and b below apply only to use of travel agencies not under contract to the US Government.

a. Travel agencies will not be used to secure any passenger transportation services:

(1) Within the 50 states, the District of Columbia, Canada or Mexico;

(2) Between the 50 states, the District of Columbia, Canada, or Mexico;

(3) From the 50 states, the District of Columbia, Puerto Rico, the Canal Zone, or the territories and possessions of the United States;

(4) Between the 50 states or the District of Columbia and Puerto Rico, the Canal Zone, or the territories and possessions of the United States;

(5) Between and within Puerto Rico, the Canal Zone and the territories and possessions of the United States.

b. If an employee is not aware of the above procedures and purchases transportation for official travel with personal funds from a travel agent, he/she will be reimbursed the amount paid not to exceed the cost which would have been incurred if the transportation had been purchased directly from a commercial carrier. In such cases, employees will be advised that recurrence of such use of travel agents will result in denial of any reimbursement for the transportation procured unless it can be demonstrated that he/she had no alternative.

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4-6. Aviation Support.

a. Requests for air transportation utilizing USACE/Army aircraft will be made through CELD-T, ext 20849. Requests should be made not later than 15 days prior to anticipated departure.

b. Requests will include the following applicable priority category code:

(1) Priority 1 is emergency airlift in direct support of operational forces or for lifesaving purposes.

(2) Priority 2 is official business airlift of personnel or cargo with schedule or delivery constraints not satisfied by any other mode of travel.

(3) Priority 3 is other official business airlift of passengers or cargo that requires the carrying of classified material for missions not accommodated by mail or the Armed Forces Courier Service.

(4) Priority 4 is airlift that requires the conduct of official business at a destination or while en route by a group or team. This priority is used when members of the group must travel or arrive together and this cannot be done by other modes of transport.

(5) Priority 5 Is official business airlift shown to be less than any other mode of travel and that satisfies scheduling or delivery constraints. Requests under this priority will be supported only when cost-effective.

4-7. Unused Accommodations.

a. When a traveler finds that he/she will not use accommodations which have been reserved for them, the traveler must release them within the time limits specified by the carrier. Failure of the traveler to take such action may subject them to liability for any resulting losses.

b. Travelers may keep payments received from a carrier for voluntarily vacating a seat on an overbooked flight and taking a later flight. However, no additional per diem may be paid as a result of the delay in the traveler's return. If the traveler Incurs additional travel expenses as a result of voluntarily giving up the seat, beyond those which would normally have been Incurred, such additional expenses are not the responsibility of the Government.

c. In contrast to subparagraph b, if a traveler is involuntarily denied boarding on an overbooked flight, compensation for the denied seat is due to the Government. Therefore, if the airline pays the employee directly for such denied boarding, the traveler must relinquish that payment to the Government, with the travel reimbursement voucher.

d. A traveler should not voluntarily give up a reserved seat if it would impinge upon the performance of official duties.

e. If the employee's travel is delayed as a result of voluntarily giving up reserved space, the employee will be charged annual leave for the additional hours.

f. When transportation is furnished which is inferior to that shown on the ticket or when a journey is terminated short of the destination specified on the transportation request and/or ticket, the traveler will request a refund certificate or application from the air carrier.

CHAPTER 5

GIFTS, GRATUITIES AND OTHER BENEFITS RECEIVED FROM COMMERCIAL SOURCES INCIDENT TO PERFORMANCE OF OFFICIAL TRAVEL

5-1. General.

a. All rights to gifts, prizes, incentives, benefits and services obtained when performing official travel become the property of the Government, except as otherwise indicated in this chapter. While acceptance of promotional materials/services or enrollment in airline mileage accumulation programs is not mandatory, travelers are encouraged to participate to help reduce overall costs of official travel.

b. Travelers are obligated to account for any gift, gratuity or benefit received from private sources when performing official travel. This includes promotional materials given by airlines, rental car companies and hotel/motels, for example, bonus flights, reduced fare coupons.

c. When a traveler receives promotional material he/she is accepting it on behalf of the Government. All rights to such material become the property of the Government and must be relinquished.

d. Travelers may keep items of nominal intrinsic value (e.g., pens, pencils or calendars) or items offered for customer relations purposes (e.g., free wine on delayed flights).

e. Travelers are encouraged to enroll in mileage accumulation (FREQUENT FLYER) programs to gain full or discounted travel which would ultimately accrue to the Government. However, any mileage credits earned become the property of the Government. Official and personal credits should not be mixed.

f. Travelers must turn in travel bonuses carrying expiration dates, and nontransferable travel coupons, even if they cannot be used by the Government for future official travel.

5-2. Promotional Materials.

a. Travelers accepting promotional materials must turn in material or documents to the HQUSACE Transportation Officer.

(1) Transferable tickets, coupons or certificates should be used/applied toward future official travel of employees.

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(2) Non-transferable tickets or other discount documents should be turned in and applied to future travel requirements of the individual. Whenever possible, documents should be requested in the name of the U.S. Government or the Department of the Army.

b. Promotional coupons that carry a cash surrender value should be redeemed immediately. Cash received from redeemed coupons should be turned in to the finance and accounting office.

c. Trading stamps, precious metals and physical articles, such as clocks, sports equipment, appliances and luggage, should be turned in to the Supply Division, Directorate of Logistics Management.

d. Tickets, coupons or certificates turned in by the traveler that cannot be used should be disposed in accordance with appropriate property disposition procedures. If price reductions in lieu of trading stamps, precious metals and physical articles cannot be negotiated and they have no practical use, the Supply Division should arrange for transfer of the property to a nearby Federal Hospital or similar institution that is operated, managed or supervised by the DOD or the Veterans Administration.

e. Procurement of transportation for official purposes is based on cost effectiveness rather than participation in promotional programs. Consequently, all policies relating to routing and selection of modes/carriers remain unchanged. Travelers should be warned against patronizing or requesting Ask Mr. Foster Travel Agency to select carriers solely for the purpose of receiving the extra benefits that may be provided by any particular carrier.

CHAPTER 6

TRAVEL WITHIN AND AROUND PERMANENT DUTY STATION (LOCAL TRAVEL)

6-1. General.

a. The following modes of transportation will be considered in the order shown, to the extent that they are available and capable of meeting mission requirements, for round trip travel between the permanent duty station, or residence and any location within the surrounding metropolitan area:

(1) During normal duty hours:

- (a) DoD scheduled bus service.
- (b) Scheduled public transportation (Metrorail or Metrobus).
- (c) DoD motor vehicle.
- (d) Privately owned conveyance.
- (e) Taxicab.

(2) Before or after normal duty hours:

- (a) DoD scheduled bus service.
- (b) Scheduled public transportation (Metrorail or Metrobus).
- (c) Privately owned conveyance
- (d) Taxicab.
- (e) DoD motor vehicle.

b. Except for the use of bus or metro, authorizing official(s) will make a determination of advantage to the Government before travel is authorized by taxicabs, rental cars and privately owned conveyance.

c. Government transportation is that transportation owned, leased, or chartered by any U.S. Government agency.

d. Commercial transportation is transportation commercially owned and operated (e.g., streetcars, buses, trains, subways, taxicabs). Rented automobiles and other special conveyances commercially owned but operated by employees are also considered as commercial transportation.

e. Private transportation is any privately-owned conveyance used by an employee.

6-2. Policy. Generally, a per diem allowance will not be authorized when an employee does not incur additional subsistence expenses because of a temporary duty assignment in the vicinity of, but outside, the permanent duty station regardless of whether or not travel begins or ends at the employee's regular place of duty or residence.

6-3. Local Travel Geographical Areas. Local travel includes travel in Washington DC (all locations within the corporate limits of the District of Columbia; the cities of Alexandria, Falls Church, and Fairfax and counties of Arlington, Loudoun and Fairfax in Virginia and counties of Montgomery and Prince Georges in Maryland); Manassas (all locations in Prince William County); Anne Arundel County, Baltimore City and the counties of Baltimore and Harford, Howard, MD; Berryville and Winchester, VA.

6-4. Approvals.

a. Officials designated in Table 1-1 as approving and/or order authenticating officials will authorize and approve local travel for employees for the purpose of conducting official Government business. Additionally, local travel may be approved by any designated official, in TABLE 1-1, above division chief. If the division chief is a general officer or an SES civilian, authority may be delegated, in writing, to a senior official at the division level or higher.

b. Approving officials may establish procedures for first-line supervisors to review local travel vouchers. Discrepancies or any unreasonable costs should be brought to the attention of the approving official and resolved before local travel vouchers are presented for payment.

c. Approving officials will determine the mode of transportation available that may be used advantageously in the transaction of official business, and ensure that funds are available.

d. Each HQUSACE element will furnish the Finance Office, Military District of Washington (MDW) and the HQUSACE Imprest Fund Cashier an authenticated DD Form 577, Signature Card, for officials who are designated to approve local travel vouchers (Figure J-10, Appendix J).

e. Directors and Chiefs, Separate Offices will establish an annual review of DD Form 577, Signature Card(s) to ensure that cards are current and establish appropriate procedures to ensure that only authorized personnel are designated as approving

officials.

6-5. Criteria Governing Selection of Transportation. Appropriate approving officials in approving the use of local transportation will consider:

a. Mode of transportation providing the most expeditious handling of official business.

b. Relative costs, and,

c. Geographical factors.

d. If Government transportation is available and its use will result in equal or greater advantage to the Government, personnel will be directed to use such transportation. Regularly scheduled Government-operated bus will be used if available.

e. If the use of commercial or private transportation will result in greater advantage to the Government, its use may be authorized.

6-6. Use of Privately Owned Conveyance (POC) Between Home and Alternate Duty Point.

a. When the use of a privately owned conveyance is authorized or approved as advantageous to the Government for travel between the employee's place of abode and an alternate duty point (a duty point within or outside of the employee's permanent duty station other than the regular place of work), instead of reporting to the regular place of work and then to the alternate duty point, the employee is entitled to reimbursement on a mileage basis for the distance traveled between place of abode and the alternate duty point.

b. Travel for a short duration of time, payable from HQUSACE funds NTE two (2) consecutive weeks may be paid from the Imprest Fund Cashier. All other travel will be paid in accordance with paragraph 8-11.

6-7. Use of Privately Owned Conveyance Between Home and Alternate Duty Point and Permanent Duty Station.

a. Home to work transportation can only be authorized by the Secretary of the Army. It is an established rule that employees must place themselves at their regular places of work and return to their residences at their own expense.

b. If the use of a privately owned conveyance is authorized or approved as advantageous to the Government the following will apply:

(1) Residence to permanent duty station and then to alternate location and return to residence, reimbursement may be authorized from permanent duty station to alternate location to residence.

(2) Residence to permanent duty station and then to alternate location and return to permanent duty station, reimbursement may be authorized for round trip between permanent duty station and alternate location.

(3) Residence to alternate location and then to permanent duty station and return to residence, reimbursement may be authorized from residence to alternate location to permanent duty station. Parking at headquarters may be authorized when it is determined that the use of other modes of transportation are not economical or available.

(4) When an employee parked in a commercial facility is authorized to use a privately owned conveyance, because of official necessity, and is required to pay an additional parking fee to re-enter the commercial parking facility after completion of official business, reimbursement for the parking fee may be authorized.

6-8. Use of Privately Owned Conveyance at Long Term Training Courses. In connection with a long term training assignment of 30 or more calendar days, the employee is entitled to the distance between the place of abode and the training location, if the training location is within commuting distance from the place of abode, provided the use of a privately owned conveyance is determined to be advantageous to the Government.

6-9. Parking Receipts. Receipts for parking will be attached to the local travel voucher.

CHAPTER 7

PERMANENT CHANGE OF STATION (PCS) TRAVEL-CIVILIAN PERSONNEL ONLY

7-1. Permanent Change of Station (PCS) Travel Within the Continental United States. The activity to which the employee is transferred is responsible for the issuance of PCS orders. The losing activity may be requested to issue orders when emergency time constraints preclude issuance by the receiving office. In such an instance authorized allowances must be specified and funds must be properly certified before a fund citation is furnished.

7-2. Issuance of PCS Travel Order.

a. The Customer Service Office within the Office of Personnel is responsible for issuing PCS orders.

b. CEPE-OS will:

- (1) Determine PCS entitlements.
- (2) Compute estimated costs.
- (3) Contact employee to provide instructions.
- (4) Issue DD Form 1614, Request and Authorization for DOD Civilian Permanent Duty Travel.
- (5) Prepare DD Form 1351, Travel Voucher (Advance of Funds).
- (6) Forward travel order to gaining HQUSACE office for signatures of requesting and approving officials. Office(s) are to return signed order to CEPE-OS. The gaining office(s) are also responsible for reporting accounting citations to be used in block 22 of travel order.
- (7) Forward travel order to appropriate finance and accounting officer for certification of availability of funds.

7-3. Round Trip Travel Between Old and New Duty Stations to Seek Permanent Residence (Househunting Trip).

a. An employee and spouse, or either, may be authorized one round trip at Government expense. A househunting trip will be authorized only when the circumstances indicate that it is actually needed and to minimize or avoid the expense involved whenever satisfactory and more economical arrangements can be made.

b. CEPE-OS will critically review each request and consider the following guidelines before authorizing a househunting trip.

(1) Arranging Permanent Quarters Before Move. If the employee has a large family and must promptly vacate the residence at the old duty station, it may be less costly to the Government, as well as more convenient to the employee, to complete arrangements for a new residence before the move actually takes place.

(2) Arranging Permanent Quarters While in Temporary Quarters. If the employee has no family or a small family, It may be less costly to allow the employee and family to stay in temporary quarters the full 60 days until permanent quarters are found.

(3) Avoiding Househunting Trip. If temporary quarters are to be authorized, a househunting trip should be avoided. It may be less costly to the Government, and more satisfactory to the employee, for the employee*s dependents to remain at the residence at the old duty station while the employee occupies temporary quarters at the new duty station.

(4) On Temporary Duty at New Duty Station. In those instances where the employee may be on a temporary duty assignment at the new duty station for a period before the actual transfer becomes effective, a special trip by the employee to the new duty station for the purpose of finding quarters should not be necessary.

c. A househunting trip will not be authorized when the purpose of the trip is to permit the employee to decide whether or not to accept the transfer.

7-4. Temporary Quarters. CEPE-OS will authorize temporary quarters only as an expedient and only for the period of time the occupancy of such quarters is necessary. As a general policy, temporary quarters will not be authorized, or if determined necessary will be reduced, if:

a. A househunting trip has been made. If under unusual circumstance a househunting trip and temporary quarters are authorized, justification will be furnished by the travel approving officials.

b. Previous temporary duty or permanent duty assignments at the new permanent duty station have enabled the employee to make arrangement for adequate permanent residence quarters.

c. The family does not intend to move to the new permanent duty station until sometime after the employee*s transfer.

7-5. Travel Approving Official Requirements. In the event there is a dispute between CEPE-OS and the employee on travel entitlements, it is the responsibility of the travel approving official to make a determination, based on CEPE-OS*s recommendation.

7-6. Permanent Change of Station From the Continental US to an Overseas Activity. DD Form 1614, Request and Authorization for DOD Civilian Permanent Duty Travel, for personnel transferring from HQUSACE to an overseas activity will be initiated by Recruitment and Placement Branch, Directorate of Personnel.

b. CEPE-OS will critically review each request and consider the following guidelines before authorizing a househunting trip.

(1) Arranging Permanent Quarters Before Move. If the employee has a large family and must promptly vacate the residence at the old duty station, it may be less costly to the Government, as well as more convenient to the employee, to complete arrangements for a new residence before the move actually takes place.

(2) Arranging Permanent Quarters While in Temporary Quarters. If the employee has no family or a small family, it may be less costly to allow the employee and family to stay in temporary quarters the full 60 days until permanent quarters are found.

(3) Avoiding Househunting Trip. If temporary quarters are to be authorized, a househunting trip should be avoided. It may be less costly to the Government, and more satisfactory to the employee, for the employee's dependents to remain at the residence at the old duty station while the employee occupies temporary quarters at the new duty station.

(4) On Temporary Duty at New Duty Station. In those instances where the employee may be on a temporary duty assignment at the new duty station for a period before the actual transfer becomes effective, a special trip by the employee to the new duty station for the purpose of finding quarters should not be necessary.

c. A househunting trip will not be authorized when the purpose of the trip is to permit the employee to decide whether or not to accept the transfer.

7-4. Temporary Quarters. CEPE-OS will authorize temporary quarters only as an expedient and only for the period of time the occupancy of such quarters is necessary. As a general policy, temporary quarters will not be authorized, or if determined necessary will be reduced, if:

a. A househunting trip has been made. If under unusual circumstance a househunting trip and temporary quarters are authorized, justification will be furnished by the travel approving officials.

b. Previous temporary duty or permanent duty assignments at the new permanent duty station have enabled the employee to make arrangement for adequate permanent residence quarters.

c. The family does not intend to move to the new permanent duty station until sometime after the employee's transfer.

CHAPTER 8

TEMPORARY DUTY TRAVEL

8-1. Leave in Connection with TDY Assignments.

a. Directors and Chiefs, Separate Offices viii critically review the necessity for annual leave taken in connection with TDY assignments.

b. Annual leave taken in connection with TDY travel within CONUS may be approved by the employee*s supervisor.

c. Directors/Chiefs of Separate Offices should carefully evaluate all requests for leave in conjunction with foreign travel. The image that the official TDY has been arranged to afford the traveler the opportunity to take annual leave in a foreign country must be avoided.

d. The authority to approve annual leave in connection with TDY travel OCONUS is limited to officials delegated the authority to authorize and approve OCONUS travel orders.

e. Leave authorized and approved will be reflected in item 16 of DD Form 1610, Request and Authorization for TDY Travel of DOD Personnel, for civilian personnel only.

f. Leave authorized for military personnel will be in accordance with AR 630-5.

g. Any personal tours taken either before or after an official conference, will be chargeable to annual leave.

8-2. Travel of USACE Officials.

a. Directors, all General Officers, and Chiefs, Separate Offices will request approval for official air travel in advance by the approving authority indicated:

(1) The Deputy Commander is approving authority for Directors and all General Officers.

(2) The Chief of Staff is approving authority for Chiefs of Separate Offices.

b. Requests for approval will be submitted monthly. Air travel identified on short notice not included in monthly plans may be requested separately, telephonically if necessary, with written request following. Monthly travel plan requests are due to approving authorities on the 15th of each month. Form for submitting monthly plans is ENG Form 4915-R (Appendix E).

c. Monthly travel plan requests will include:

(1) Name, grade, and position title of each person in the traveling party.

(2) Purpose of trip.

(3) Trip dates and locations to be visited.

(4) Types of air transportation to be used (e.g., commercial, Special Air mission (SAM, C-12), etc.

(5) Nature of invitations (if any).

d. Source of funds or category of aircraft used (Government owned or leased aircraft, or commercial air) will not be justification for an exception.

e. Justification for use of Government and charter aircraft versus commercial air.

f. In order to establish a visible audit trail elements within HQ who approve/disapprove requests from FOA will send those requests to CELD-TT. CELD-TT will retain plans and provide appropriate response to FOA.

8-3. Personnel from Field Operating Activities Ordered to TDY in HQUSACE .

a. Directors and Chiefs, Separate Offices, who request TDY assignments of field personnel to HQUSACE will take the following actions:

(1) Military Personnel.

(a) Submit request to Office of Personnel, CEPE-M for approval and necessary action.

(b) Provide funds for transportation and per diem costs.

(2) Orientation and Briefing of Military Personnel.

(a) When TDY is in excess of one day in connection with PCS assignments, submit requests for this additional TDY to CEPE-M for necessary action.

(b) Provide funds, where appropriate, for per diem costs.

b. All funds must be certified by the HECSA representative before release to the order authorizing official.

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8-4. Allowances. Per diem allowance is intended for the expenses of meals, lodging, personal use of a room during daytime, tips to waiters, porters, baggagemen, bellboys, hotel maids, telegrams and telephone calls reserving hotel accommodations, laundry, cleaning and pressing of clothing and transportation between places of lodging or business and places where meals are taken.

8-5. Actual Expense.

a. Actual expenses are not intended for normal, routine, travel. Actual expenses are authorized for specific travel assignments within and outside CONUS when:

(1) Necessary subsistence expenses are unusually high due to unique or special circumstances and payment of a normal per diem allowance is inappropriate, or

(2) Unusually high expenses are incurred for occasional meals and/or lodgings.

b. Actual expense allowances are approved by the Per Diem, Travel and Transportation Allowance Committee. Directors and Chiefs, Separate Offices will prepare a DF requesting actual expense allowance and forward to CELD-TT. Requests will be submitted not later than 4 weeks prior to commencement of travel. (Appendix F).

c. Requests must include the following data:

(1) Specific reason for travel.

(2) Whether meetings with technical, professional, or scientific organizations are involved.

(3) Whether international conferences or meetings are involved.

(4) Identity of the senior member of the party, whether civilian or military.

(5) Names and titles of foreign governmental contacts, if any.

(6) Names and identity of any other employees of Department of Defense components or members of the Uniformed Services who also will be performing the travel or temporary duty involved.

(7) Proposed itinerary showing complete identification of places (include county, if known) in or outside CONUS to be visited, the length of duty at each place and the inclusive dates of travel.

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(8) Information as to any special arrangements which have been made such as provisions for special Government quarters, etc.

(9) Any other information available indicating amount of expenses which may be incurred, amount of allowances necessary, or reasons why normal per diem will not suffice.

(10) Reasons normal first-class accommodations will not suffice.

d. Directors and Chiefs, Separate Offices will critically review and evaluate requests to ensure that they meet the above criteria.

e. Generally, actual expenses are authorized before travel commences, however, when expenses are not known in advance, approval may be granted after the travel is performed. Procedures for submission are the same as outlined above. A daily itemization of expenses will accompany requests. Itemized expenses will be reported on DD Form 1351-3, Statement of Actual Expenses (Figure J-11 Appendix J).

8-6. TDY Within CONUS.

a. The maximum per diem rate for travel within CONUS is \$66, except for certain specific localities (hereafter called locality rate areas). Whenever temporary duty travel is performed to locality rate areas, reimbursement is authorized not to exceed the applicable amounts prescribed in the Joint Travel Regulations and the Joint Federal Travel Regulations.

b. Receipts are required for lodging; however, travelers are no longer required to itemize expenses, except as indicated in paragraph 8-5.

8-7. Travel Voucher Review and Approval.

a. All DD Forms 1351-2, Travel Voucher or Subvoucher, will be approved by a duly authorized travel approving official. Travel approving officials are designated in TABLES 1-1 and 1-2. This authority will not be redelegated.

b. Each HQUSACE element will furnish the finance and office an authenticated signature card, DD Form 577 for officials who are designated to approve travel vouchers. The signature card will include a statement as to the specific type of travel which may be approved by the designated official, e.g., "to review and approve TDY and PCS travel vouchers of (organization(s))" and/or to approve local travel vouchers of (organization(s)), and to approve long distance calls." The statement must include all of the types of travel which may be approved and, if applicable, must specifically authorize approval of long distance calls.

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c. All travel vouchers or subvouchers will be reviewed to insure as a minimum that:

(1) Claim is presented on an original travel voucher with an original signature and date.

(2) The administrative data on the voucher agrees with the orders.

(3) Original receipts for rental cars and lodging are attached.

(4) Vouchers reflect any leave taken; if no leave taken, vouchers must reflect "none".

(5) Advance and partial payments are properly indicated in appropriate block.

(6) Statement of non-availability for quarters is attached, when applicable (military and civilian personnel).

(7) Statement of non-availability for meals is attached, when applicable (military personnel).

(8) The claim is reasonable and consistent with the mission, and claims for reimbursement are in harmony with those authorized on the travel order.

(9) If rental car is authorized, the most economical car was used to perform the TDY assignment. When a travel agent or transportation officer has made rental car reservations under the Military Traffic Management Command (MTMC) contract rates and the size of car used was appropriate for the mission (number of people or load requirements), the most economical car is considered to have been used. Otherwise, the reviewer must determine that the rate and size of car was in accordance with the requirements for using the most economical car to perform the TDY requirements. Determine if the traveler acted in a prudent manner by filling the gas tank prior to turn-in or the car was refueled by the rental car company at a much higher cost.

(10) Traveler did not use more days than necessary to perform the mission or request reimbursement for additional expenses incurred for personal convenience or pleasure.

(11) All claims in excess of \$25 are supported by a receipt.

(12) When foreign currency is used while on official business, travelers report their reimbursable expenditures, by items, in foreign currency converted into U.S. dollars at the rate(s) of exchange at which the currency was obtained. The rates of conversion and the commission charges must be shown on the voucher.

c. After the review is completed, the travel approving official will type, write or stamp "reviewed and approved, (date)" and sign in the upper right corner of the DD Form 1351-2, using the 1/2 space just above block 10 (Figures J-23 thru J-25, J-27, J-29 and J-31). This allows the signature to appear on all copies of the voucher without reversing the carbons.

d. Approval of a designated official is required on travel vouchers when the employee claims expenses not authorized by a travel order. All approvals will be made at the travel approving official level by signature above block 10. Items that require approval should be shown on the original DD Form 1351-2 in the Remarks Section, block 26. Signature in block 6 and block 27 are no longer required. The following are examples of expenses that require approval:

(1) The hire of a special conveyance (e.g., taxi or rental car) when specific authorization was not contained in the travel order.

(2) Local travel performed within and around duty stations.

(3) Official long distance telephone calls.

(4) Questions of prudence/necessity that cannot be resolved when the facts presented do not contain sufficient authority for, or a complete record of, the travel and duty performed.

e. The travel approving official will make a limited determination when certain items claimed on the voucher require a determination of advantage to the Government before payment can be made.

f. Exceptions, comments or discrepancies between the travel approving official and traveler will be noted in item 26 of DD Form 1351-2 or may be included on a separate signed statement. Any discrepancies will be resolved by the travel approving official prior to submission of the voucher to the Finance and Accounting Branch, unless fraud is suspected.

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g. Travel approving officials may establish procedures for first-line supervisors to review travel vouchers. Comments or discrepancies by the supervisor should be noted to the travel approving official separate from the travel voucher. Discrepancies or any unreasonable costs should be discussed with the traveler unless fraud is suspected.

h. In any case where fraud is suspected, the voucher should immediately be referred to the Office of Security and Law Enforcement.

i. Travelers will indicate on travel voucher whether the Government Transportation Request was used, unused, lost or stolen.

8-8. Assistance on Preparation of Travel Forms and Travel Problems.

a. CELD-TT will provide necessary assistance with the preparation of all travel forms.

b. Travelers who cannot resolve their claims with the voucher approving official and the F&A Officer may submit claim vouchers to the General Accounting Office for settlement. Preparation assistance may be requested from HECSA, Finance and Accounting Support Branch.

8-9. Periodic Inspection. CELD-TT will make periodic inspection of the travel records of HQUSACE offices. The inspection will cover the use of delegated authorities and proper issuance of orders.

8-10. Payment of Travel Vouchers.

a. DD Form 1351-2, will be signed by the traveler and by the voucher approving official. Signed travel vouchers will be sent by transmittal letter to the finance and accounting officer whose fiscal station number is included in the fund citation.

(1) Vouchers citing Fiscal Station Number (FSN) 96490 and 44213, or others except 49092, will be sent to HECSA, Finance and Accounting Support Branch, Fort Belvoir, Virginia 22060-5580, ATTN: CEHEC-RM-F.

(2) Vouchers citing FSN 49092 will be sent to:

Commander
MDW Finance and Accounting
1900 Half Street, SW, Room 714
Washington, DC 20324-0200

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b. Courier service from the HQUSACE mailroom should be used to transmit transmittal letters with travel vouchers citing FSN*s 44213 and 96490 to CEHEC.

c. Travelers will submit a travel claim as promptly as possible, but not in excess of 10 calendar days after completion of travel.

8-11. Payment of Local Travel Vouchers.

a. Standard Form (SF) 1164, Claim for Reimbursement for Expenditures on Official Business (Figure J-12, Appendix J) will be used for payment of expenses incurred for local transportation in the performance of official business.

b. SF 1164 must be submitted by the claimant at least once a month. When repeated trips are made beginning at the same point of origin and ending at the same destination, SF 1164 may be annotated with a statement: same trip made on (dates). (Figures J-12 and J-13, Appendix J).

c. SF 1164 citing FSN 44213 funds and FSN 96490, not exceeding \$150, may be submitted to CELD-S, Room 2120C for payment from the Imprest Fund Cashier. Vouchers will be submitted between the hours of 1000-1100 and 1330-1430, Monday-Friday.

d. Vouchers exceeding \$150, citing FSN*s 44213 and 96490 will be forwarded by transmittal letter to HECSA, Finance and Accounting Support Branch, ATTN: CEHEC-RM-F.

e. Vouchers citing S49092 funds will be submitted to Commander, MDW Finance and Accounting Office, 1900 Half Street, SW, Washington, DC 20324-0200, Room 7131 for payment.

f. All vouchers will contain the following certification by the appropriate approving official:

"Reimbursement for local travel by (insert type, i.e., POC, public bus, etc.) requested herein was authorized in advance of being performed and was required because Government transportation could not be utilized."

g. In accordance with paragraph 7-3, AR 37-106, the following letter codes will be used in the "code" column of SF 1164:

Bridge	BR
Commercial Bus	CB
Ferry	FE
Parking Fees	PF

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Private Conveyance	PC
Road Tolls	RT
Taxicab	TA
Tunnel	TU
Other Expenses	QE

h. Codes shown on SF 1164 will not be used as they apply to other Government agencies.

i. Receipts for parking are required.

8-12. Travel Services Provided by Ask Mr. Foster.

a. Ask Mr. Foster is located in Room 3218C, Pulaski Building. Office hours are from 0800 to 1630 hours. Travelers will call Ask Mr. Foster's Government Reservation Center when making all travel arrangements on one of the following numbers: Domestic travel, 762-8180, International travel, 279-7901. Ask Mr. Foster will:

(1) Provide estimates of travel costs.

(2) Make reservations on air carriers in accordance with regulations.

(3) Make hotel/motel and car rental reservations.

(4) Provide tickets, boarding passes, and a copy of a complete itinerary.

(5) Provide 24 hour emergency reservation service ticket pick up.

b. Travelers will:

(1) Submit 2 reproduced authenticated copies of travel orders prior to picking up tickets.

(2) Pick up tickets on the date specified at the time of reservation.

(3) Call As Mr. Foster immediately to advise of cancellation.

(4) Obtain cancellation number for any hotels canceled and record for future reference.

(5) Attach SF 1170, Redemption of Unused Tickets to DD Form 1351-2, Travel Voucher or Subvoucher. If unused tickets cannot be accounted for voucher settlements will be delayed.

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c. If reservations have been made with Ask Mr. Foster and travelers require assistance en route call: 800-328-6200.

d. Flight itineraries should be selected and reservations made as far in advance of scheduled departure date as possible. Actual issuance of travel order is not required to make reservations.

e. All unused travel documents, e.g., tickets, refund applications, and exchange orders will be turned in by the traveler. Cancellation of reservations will be made as soon as it is known that they will not be used.

8-13. Temporary Duty Away from Initial Location of Long Term Training Site.

a. Directors, Chiefs of Separate Offices will ensure that travelers who are required to perform additional TDY away from their initial TDY location are not paid two travel allowances for the same day.

b. Paragraph C4552-2i(3), JTR, Volume 2, provides that when it is necessary for an employee to procure or retain lodgings for other than personal convenience at more than one location on a calendar day, the lodging used at or close to 2400 hours will be used as the lodging cost on that day. Cost of lodging required to be retained at the initial TDY site is reimbursable as an allowable travel expense, when approved by the travel directing official, that is, may be in addition to the per diem payable for the travel actually performed.

EXAMPLE

Employee is on long term training assignment (LTT) and must perform additional TDY away from the initial TDY site. The appropriate official has determined that it is necessary for the employee to retain lodging at the initial TDY site in order to ensure availability upon return. LTT is in Last Chance; a \$75.00 per diem area. Additional TDY is required at Mobile, AL, a \$63.00 per diem area. The cost of lodging in Last Chance is \$20.00 per day. Under this hypothetical situation allowable reimbursable expenses would be as follows:

LTT subsistence expense while in Last Chance is 55% of \$75.00, rounded to the higher dollar or \$42.00

ITINERARY

10-1	Lv Last Chance	0800	
	Ar Mobile	1230	
10-4	Lv Mobile	0930	
	Ar Last Chance	1415	
10-1	3/4 day @ \$25.00	18.75	(C45580-2b(1)(c))
	Lodging in Mobile	38.00	C4558-2b(1)(a)
10-2	1 day @ \$63.00	63.00	(C4558-2b(2))
10-3	1 day @ \$63.00	63.00	
10-4	3/4 day @ \$25.00	<u>18.75</u>	(C4558-2b(3)(b))
		201.50	
		+ 60.00*	(C4552-2r)

*3 nights unoccupied lodging in Last Chance @ \$20.00. This amount reimbursed as a travel expense.

8-14. Use of Hotel/Motel Sales Tax.

a. The Comptroller General, in his decision B-172621, 16 July 1986, ruled that a Government employee traveling on official business is not exempt from state and local taxes imposed by hotels/motels. However, his decision does not prohibit a traveler from accepting an exemption if offered by a city or county.

b. Travelers should be encouraged to query the establishment (in advance) at the time lodging reservations are requested if they may be tax exempt and if tax exemption certificates are acceptable. When a hotel/motel honors the tax exemption status, use of the local (state) exemption form is required.

c. If a request for tax exemption is refused the traveler has no legal basis to demand such an exemption. Taxes paid for lodging and meals will continue to be reimbursed as part of the traveler*s per diem.

d. Travelers should consult the Federal Travel Directory for states that will honor tax exempt status.

CHAPTER 9

TRAVEL TO HIGH RISK AREAS

9-1. General.

a. Information on specific areas designated as high risk areas may be obtained from CELD-TT or CEMP-S. Information on the identification of specific measures taken to reduce personnel vulnerability to terrorists acts will be protected as "For Official Use Only (FOUO)".

b. Detailed General Officers and SES itineraries will be classified "CONFIDENTIAL".

c. Directors, Chiefs, Separate Offices:

(1) will ensure that personnel traveling through or to high risk areas are given threat briefings and receive instructions on appropriate personal security measures to be taken when conducting such travel. Requirements are also contained in USACE Supplements 1 to AR 380-5 and 1-40.

(2) Should limit TDY travel to or through terrorist threatened areas to that deemed mission essential.

9-2. Procedures.

a. The following procedures, which are intended to lower the symbolic profile of travelers and increase the individual's chances of surviving a terrorist incident, will be implemented:

(1) CELD-TT will authorize, when appropriate, reimbursement for the purchase of a Regular Fee (Blue) Passport, if the areas traveled to or through are identified As high risk areas.

(2) Directors, Chiefs of Separate Offices will:

(a) When required, authorize the use of U.S. facilities for billeting and other requirements when hosting meetings, conferences, or seminars in affected areas.

(b) Discourage unofficial travel to terrorist threatened areas.

(c) Require authorization for civilian clothing to be stated on travel orders.

(d) Eliminate reference to rank and military organization (title) when possible. Use office symbols on orders.

(e) Plan for and use Military Airlift or Scheduled Military Airlift Command (MAC) flights, when possible.

(f) Instruct travelers that travel arrangements, e.g., itineraries, should be made without reference to rank, etc.

(g) Disapprove carrying classified material unless absolutely necessary. Send classified material through approved channels ahead of scheduled travel.

(h) Request that Ask Mr. Foster make reservations to use foreign flag airlines and/or indirect routings to avoid threatened airports.

(i) Cite GAO Decision 57 Comp Gen 519 (1978) as justification for using a foreign flag carrier, when travel via an indirect routing on a foreign flag carrier is required.

(3) Paragraph (h) and (i) above do not constitute authority to totally disregard the requirements or provisions of the Joint Federal Travel Regulations, Volume 1, paragraph U3125-c and the Joint Travel Regulations, Volume 2, paragraph C2204-2, to use U.S. air carriers where available.

b. Travelers authorized to avoid specific airports or routings must disembark at the nearest interchange from point of origin and continue the journey on an American Flag Carrier Service.

9-3. Military Personnel. In addition to the guidance provided in paragraph 8-2, military personnel are further encouraged to:

a. Avoid unofficial travel to terrorist threatened areas.

b. Use military aircraft or MAC charter, whenever possible.

c. Avoid wearing military uniforms on commercial aircrafts traveling through or to a terrorist threatened airport.

d. Wear nondescript civilian clothing on commercial flights, and avoid wearing apparel clearly of U.S. origins such as cowboy hats, belts, buckles, etc., or the wearing of distinctive military items.

e. Obtain written authorization on travel orders to wear civilian clothing when traveling on military aircraft connecting with a commercial flight which will transit a terrorist threatened area.

f. Baggage I.D. should not identify military rank, insignia, or duty station.

g. OCONUS travelers requiring overnight lodging should use U.S. facilities, i.e., BOG/BEG or other U.S. approved facilities.

h. Limit the number of documents in possession which confirm affiliation with DOD. Unnecessary documents should be placed in checked baggage.

i. Avoid loitering in public sections of an airport. When possible proceed expeditiously through security check-points to secure areas to await flight.

j. Avoid discussing military association with anyone.

k. Blend with other passengers as much as possible.

9-4. Passport Requirements.

a. Personnel traveling on official orders to, through, or from high risk areas are authorized to obtain and carry the Regular Fee (BLUE) Tourist Passport.

b. Only personnel traveling via commercial air to, through, or from countries identified as high risk are eligible for issuance of Tourist Passports.

c. When issued, the Tourist Passport will be carried in addition to any other passport or document(s) required for entry by the host country, e.g., ID cards, NATO Orders.

d. No visas will be obtained by the Army for inclusion in the Tourist Passport.

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e. Reimbursement for Tourist Passports is authorized under the provision of paragraph U4525-A of the Joint Federal Travel Regulations, Volume 1 and paragraph C4709 of the Joint Travel Regulations, Volume 2.

f. Reimbursement for Tourist Passports is limited solely to issuance of such passports in conjunction with official travel. Reimbursement for Tourist Passports procured prior to 13 September 1985 is not authorized.

g. Travelers who currently possess a valid Tourist Passport are not eligible to apply for a second Tourist Passport nor may they be reimbursed for Tourist Passport they currently possess. Authority for reimbursement for a Tourist Passport must be specifically stated in travel orders and orders will cite the appropriate paragraph of the JTR and FJTR.

h. Tourist Passports issued become the sole property of the traveler. Travelers are responsible for securing the appropriate visas, if required. Travelers are also responsible for retaining Tourist Passports for future official or personal travel.

i. Blanket approval and reimbursement for the use of Tourist Passports is not authorized. If required by the country visited, personnel will travel on NO-FEE Official (RED) Passports and/or on official orders with military identification card. Command sponsored family members will continue to use the NO-FEE (BLUE) Passport with an official endorsement where required.

j. The Official Passport or other documents required by AR 600-290 or the Air Force Foreign Clearance Guide will continue to be the primary documents to be used when performing official travel.

k. Reimbursement for expenses associated with acquiring a passport will be itemized on DD Form 1351-2, Travel Voucher or Subvoucher.

CHAPTER 10
FOREIGN TRAVEL

10-1. General.

a. In order for the ASA(CW) to ensure that USACE International activities are conducted a manner consistent with applicable U. S. Government rules and regulations and ASA(CW) policies, all official travel to foreign countries, either civil or military funded, require ASA(CW) approval, except travel which is:

(1) Exclusively associated with activities in support of U.S. forces overseas.

(2) Exclusively associated with foreign military sales or security assistance programs in countries such as Saudi Arabia

(3) To U.S. territories/possessions when the travel does not concern sensitive subjects or projects.

(4) To Canada in conjunction with the International Joint Commission (IJC) when the travel does not concern sensitive subjects or projects.

b. When in doubt proposed foreign travel requests should be submitted to CELD-TT.

c. A Foreign Travel Sensitive Subjects, Projects and Countries List will be provided to Directors/Chiefs of Offices as they are initiated/changed. Any trips impacted by these lists must be submitted to the ASA(CW) for approval, unless they are exempted in accordance with paragraph 10-1a(1) and (2).

d. USACE personnel should not contemplate travel to the Peoples Republic of China (PRC), except pursuant to existing protocols and annexes between the United States and the PRC.

e. Foreign travel approval procedures required to implement international reimbursable technical assistance projects will be addressed on a case-by-case basis.

f. The ASA(CW) Assistant for Intergovernmental, Interagency and International Affairs is the ASA(CW) management official for USACE foreign travel.

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g. Directors and Chiefs of Separate Offices will ensure that all USACE, DA and DOD requirements for foreign travel are adhered to, when USACE personnel are traveling under the sponsorship of other Government agencies. When travel is performed as part of work for another agency, such as the Department of Energy, USACE personnel cannot assume that the other agency will satisfactorily complete all security clearances and related requirements.

10-2. Foreign Travel Plan (FTP).

a. The purpose of the FTP is to attain the approval or disapproval, prior to the beginning of the fiscal year, of all programmed official travel to foreign countries that requires the approval of the ASA(CW). This plan will also provide information that will be used to determine distribution of the civil funded foreign travel ceiling, therefore all trips in which the ultimate funding source is civil works, even if ASA(CW) approval is not required, will be included in the FTP. Directors and Chiefs of Separate Offices will annually submit a FTP for their directorate/office. Prior to the beginning of each fiscal year the FTP will be provided:

(1) From each directorate/separate office to CELD-T
NLT 1 August.

(2) From CELD-T to OASA(CW) NLT 15 August.

(3) From OASA(CW) to CELD-T NLT 1 September.

(4) From CELD-T to each directorate/separate office
NLT 15 September.

b. The FTP will include a consolidated summarized list of trips, an ENG Form 4960-R, Request for Approval of Foreign Travel, (Appendix G) and an official program, if available, for each trip listed. If post conference tours are involved, each ENG Form 4960-R must reflect and justify tours separately. DD Form 1610 will be submitted in accordance with paragraph 10-4. The list will consist of the following information, divided into civil, military and reimbursable funded trips:

(1) Name of traveler(s).

(2) Destination(s).

(3) Date of departure.

(4) Number of days of TDY.

(5) Purpose(s).

(6) Estimated cost of each trip.

(7) Type of funding (civil or military).

(8) Priorities. For trips in which the ultimate funding source is civil works assign a consecutive number to each trip (#1 being the highest priority).

(9) Categories. For trips in which the ultimate funding source is civil works assign a category based on the following:

CATEGORY	DESCRIPTION
CAT 1	Activities in support of U.S. treaty commitments with foreign governments.
CAT 2	Activities in support of executive agreements with foreign government agencies, approved by Dept of State, related to mutually beneficial scientific and technical exchanges.
CAT 3	Activities in direct support of specific water development projects authorized by the United States Congress.
CAT 4	Activities related to foreign research and development contracts.
CAT 5	Participation on behalf of the U.S. Government in various international organizations.
CAT 6	Attendance at meetings, conferences and workshops of international professional organizations. If the trip is a recurring requirement, the trip report from the previous year must be provided.

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c. The proposed FTP will be reviewed by appropriate element in HQUSACE (e.g., CECW, CERD) and OASA(CW) and annotated to indicate:

- (1) Trips which are approved.
- (2) Trips which require additional information.
- (3) Trips which individual travel request and separate approval.
- (4) Trips which require a trip report.
- (5) Trips which should not have been submitted.
- (6) Trips which are disapproved.

10-3. Checklist. The checklist at Appendix K has been developed by the ASA(CW) to ensure that travelers address issues which HQUSACE is required to consider in approving foreign travel requests. This applies to all Corps international activities which are not exclusively associated with activities in direct support of U.S. military forces overseas. The following statement, "I will comply with the guidelines and policies addressed in the Checklist for Foreign Travel Request for each approved trip." It is the responsibility of the commander, or his designee to insure that this is accomplished prior to the start of each trip.

10-4. Procedures for ASA(CW) Annotations on FTP.

a. Approved. Personnel are authorized to proceed with the travel as long as it is within the stated parameters and any noted conditions.

(1) DD Form 1610 will be submitted to CELD-TT NLT 45 days prior to departure. Indicate in item #16: This travel has been approved by ASA(CW) on the FTP.

(2) CELD-TT will verify order against the approved FTP List and obtain appropriate theater/area/country clearance, if required. Upon receipt of clearance CELD-TT will authenticate order and return to the requesting element.

b. Additional information:

(1) Submit additional correspondence which is necessary to satisfy ASA(CW) request or question to CELD-T NLT 5 days after receipt of the annotated FTP.

(2) Responsible officials within headquarters will review input and forward to ASA(CW).

(3) ASA(CW) will review request along with the additional information and provide appropriate response and return request to CELD-T.

(4) CELD-T will forward results to the requesting element.

c. Individual travel request and separate approval. The procedures indicated in paragraph 10-4 will be followed.

d. Trip reports (RCS exempt: AR 335-15, paragraph 5-2e(5)). Trip reports are required for all foreign travel involving meetings with foreign government officials, as specified in the approved FTP, or as otherwise requested. Travel in connection with IJC is exempted, except for sensitive subjects and projects. The individual making the trip, or in the case of travel by a group, the senior member of the group will submit the report. The trip report will contain all information and be divided into categories as shown in format at Appendix H. An example of a properly prepared report is at Appendix I.

(1) Trip reports will be submitted to CELD-TT in triplicate, NLT 30 days after completion of travel.

(2) CELD-TT will forward reports to ASA(CW).

e. Disapproved/Cancelled. Personnel are not permitted to proceed with the travel.

10-5. Unprogrammed Travel. If a requirement for foreign travel arises after the FTP has been submitted, and the travel requires ASA(CW) approval, the travel request will be processed on an individual basis. Such unprogrammed travel should be kept to a minimum by effectively planning and projecting as many travel requirements as possible on the FTP. The procedures to be followed are:

a. Submit ENG Form 4960-R, DD Form 1610 and official program, if applicable to CELD-TT NLT 45 days prior to departure.

b. The following statement will be provided in item 3 on ENG Form 4960-R, "I have complied with the guidance and policies addressed in the Checklist for Foreign Travel Request". The approving official will verify compliance by placing his/her initials directly after the statement.

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c. Responsible officials within headquarters will review input in consultation with ASA(CW), and determine if reprogramming of the civil works funded foreign travel ceiling is appropriate.

d. CELD-TT will forward results to the requesting element.

10-6. Submission of Orders.

a. Directors and Chiefs of Separate Offices will submit all TDY orders to CELD-TT for review and authentication, NLT 45 days prior to anticipated date of departure. DA Form 2374-R, Notification of Foreign Visit, will accompany travel orders unless a specific written justification exists.

b. Requests for attendance at conferences will continue to be processed in accordance with AR 1-211, as supplemented.

10-7. Civil Works Funded Foreign Travel Report (RCS: CELD-19).

a. Purpose. USACE has an ASA(CW) established annual ceiling as to the amount of civil funds which can be expended for foreign travel. In order to keep the ASA(CW) appraised on the status of the expenditures, Directors and Chiefs of Separate Offices will submit a quarterly report to CELD-T, NLT 15 days after the quarter has ended. Negative replies are required. The report will be unclassified. Each quarterly report will consist of the following information:

(1) Report only trips in which the ultimate funding was civil funds.

(2) Provide any updated actual amounts for trips that were reported as estimated amounts on prior reports.

(3) Add any data that was changed, omitted or erroneously reported on previous reports.

b. Trips to U.S. territories/possessions are no longer considered as foreign travel, therefore, civil funds expended for these trips need not be reported to CELD-T.

c. Reporting Contents. List any trips which were reimbursed with civil funds from another organization, indicating the location of the ultimate funding source. When invitational travel orders are issued, citing civil funds, the organization requesting the travel will report the travel. The report will consist of the following information:

(1) Name of traveler (report invitational travel).

- (2) Destination(s).
- (3) Date of departure.
- (4) Number of days of TDY.
- (5) Purpose(s).
- (6) Total estimated cost.
- (7) Total actual cost.

d. Explanation of terms for reporting purposes.

(1) Civil funded. For the purpose of this report civil funds means the "ultimate" funding source, not necessarily the funding shown on the DD Form 1610. List only trips in which the ultimate funding was Corps civil funds. Do not report trips that were ultimately Corps military or reimbursable from any other than USACE.

(2) Destination(s). In paragraph 10-5c(2) only list locations in which business was conducted or leave taken. Do not show transit points.

(3) Total estimated cost. The amount indicated in paragraph 10-5c(6) must be taken from the total estimated cost block found in item #14 of DD Form 1610.

(4) Total actual cost. The amount indicated in paragraph 10-5c(7) will be taken from the paid vouchers and GTR/tickets. This information may not be available when trip is initially reported, but should be provided in later reports.

10-8. Commitment to Future Foreign Travel. Directors and Chiefs of Separate Offices will ensure that USACE personnel do not accept commitments or invitations for foreign travel until appropriate approvals are received, as there is no guarantee that such travel will be possible at a future date. This guidance also extends to the acceptance of positions in international organizations, such as a chairmanship or any other formal position in an international organization. where such acceptance would imply a commitment to future foreign travel. Acceptance of a chairmanship of any formal position in an international organization requires the advance approval of OASA(CW).

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10-9. Use of Aircraft Owned and/or Operated within USACE. Policy and procedures for the control and use of aircraft owned and/or operated within USACE are contained in ER 95-1-1. OCONUS travel which is accomplished by means of Corps aircraft will be the subject of separate requests made by the Corps on a semiannual basis to the ASA(CW) sufficiently in advance to comply with any applicable Congressional notification requirements.

10-10. Use of United States-Owned Foreign Currencies.

a. Every effort will be made to use US-owned excess currencies for international travel and transportation without regard to origin or destination.

b. Procedures and policy are contained in AR 55-47.

10-11. Foreign Travel Security Briefing.

a. Paragraph 10-104, AR 380-5 requires that all personnel who have access to classified defense information be given a foreign travel briefing, before travel, to alert them to possible exploitation under the following circumstances:

(1) Travel to or through communist controlled countries.

(2) Attendance at international scientific, technical engineering or other professional meetings in the United States or in any country outside the United States where it can be anticipated that representatives of communist controlled countries will participate or be in attendance.

b. Individuals who travel frequently, or attend or host meetings of foreign visitors as reflected in a(2) above, need not be briefed for each occasion, but shall be provided a thorough briefing at least once every 6 months and a general reminder of security responsibilities before each such activity. These briefings can be arranged through the Office of Security and Law Enforcement.

CHAPTER 11

CLEARANCE REQUIREMENTS AND PROCEDURES FOR TRAVEL OUTSIDE CONTINENTAL UNITED STATES (OCONUS)

11-1. General. An area, theater and/or travel clearance (hereafter referred to as clearance) is required for travel OCONUS, except when:

a. Contacting only USACE activities in OCONUS areas. Travel orders must include the statement: Theater and area clearance not required. Visiting only USACE Activities.

b. Traveling to Canada In connection with activities of the Columbia River Treaty and the International Joint Commission, or to meetings related solely to the development and control of International waters of the United States and Canada and of the United States and Mexico. Travel orders must include the statement: Theater and area clearance not required. TDY is in connection with the activities of the Columbia River Treaty and the International Joint Commission and/or attendance at meeting is required solely for the development and control of international waters of the United States, Canada, and Mexico (use whichever is applicable).

11-2. Clearance for Senior USACE Officials. General officers and their civilian equivalent (SES) are likely targets of terrorist attacks or incidents whenever they travel OCONUS and the increasing threat requires additional efforts to insure their personal safety. The disclosure of sensitive information provided in travel itineraries and other rosters/agenda for senior officials are of importance and value to terrorist organizations and individuals. This vulnerability of key officials, increased by publicity and high day-to-day visibility, can be effectively reduced by restricting access to movement arrangements. To reduce officials* vulnerability, all foreign travel itineraries and other rosters/agenda for general officers and civilian equivalents will be classified CONFIDENTIAL, with declassification upon completion of travel. Exceptions include travel documents, such as airline tickets or orders which must be displayed to (unclear) personnel to arrange travel. Military rank and position should be omitted on items such as airline tickets.

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11-3. Submission of Clearance Requests.

a. Travelers will submit requests for clearance to CELD-TT on DA Form 2374-R, Notification of Foreign Visit (Figure 20, Appendix J). DA Form 2374-R will be reproduced locally. CELD-TT will provide CEPMS a copy of each DA Form 2374-R proposing OCONUS TDY.

b. DA Form 2374-R will be submitted 45 days in advance of departure. The 45 days advance notice is mandatory. In cases when the lead time cannot be met a justification is required.

c. DA Form 2374-R may be submitted prior to actual preparation of travel order, and is required for all OCONUS travel. CELD-TT will make the ultimate determination if a clearance is required. DA Form 2374-R is self-explanatory, however, the following Information is critical for preparing clearance message request:

(1) Item 15 - Details of visit. Provide concise and specific reasons and purpose of trip including estimated date of departure and return from duty station. Include certification: Visit cannot be combined with other proposed visits; information to be obtained from visit cannot be obtained from staff elements in OSD, OJCS or HQDA. Classified information will/will not be disclosed.

(2) Item 16 - Itinerary. Provide exact dates, specific detailed information available and complete name and address of foreign point of contact.

d. If clearance for a specific trip has been requested and/or obtained through another source the DA Form 2374-R should be annotated to reflect: Clearance obtained by _____

e. Any itinerary changes to a request already submitted will be executed on another DA Form 2374-R marked "Revised", and will be accompanied with a justification for the change.

f. Travel orders will not be released until the appropriate clearance has been obtained.

CHAPTER 12

FUNDING AND ACCOUNTING FOR TRAVEL

12-1. Issuance of Travel Advances.

a. Authorized Amount.

(1) The amount of a travel advance for an employee authorized to have a government sponsored charge card is limited not to exceed the estimated amounts shown on the travel order for meals and incidental expenses (M&IE) of CONUS per diem or 50% of the estimated OCONUS per diem amount plus 100% of the estimated other reimbursable expenses amount not payable by the government charge card. The estimated per diem amount must be an accurate estimate of the required per diem for the time necessary to complete the approved travel, including partial day amounts. It does not include any expenses other than the daily authorized per diem for the number of days in travel status. The estimated other reimbursable expenses amount must be an accurate estimate of necessary expenses in consideration of the circumstances involved for the approved travel.

(2) In some instances a travel advance may be approved for an amount not to exceed the maximum travel limit. Approval documentation must be signed by the travel approving official and submitted to the Finance and Accounting Officer with the request for advance. The approval may be made with a statement in the remarks section of a travel order when appropriate. This provision is applicable under the following circumstances:

(a) A travel advance for an employee who is not authorized to have a government sponsored charge card. This provision does not apply to any employee who is eligible to have a card regardless of whether the employee actually has one. Employees are considered to be eligible to have a government sponsored charge card if they meet the basic qualification criteria such as performing TDY travel two or more times a year. Any employee whose card has been revoked is considered to have been authorized to have one for travel advance purposes and is therefore not included in this provision.

(b) It is known in advance that major travel expenses are not chargeable to a government sponsored charge card. This provision includes expenses at remote areas where it is known that the card cannot be used. In these instances the amount of the advance should be increased only for the expenses not chargeable to the charge card.

(3) A maximum travel advance is limited to 80% of the per diem rate(s) applicable to the employee*s TDY point(s) plus 100% of other reimbursable expenses not payable by the government charge card.

(4) The advance authorized block on the travel order, DD Form 1610, must be left blank. The finance and accounting officer will determine the advance amount and complete this block

b. Payment of Travel Advances, Government Employees Only.

(1) Authorized TDY travel advances will be paid by travelers checks or treasury checks.

(2) Permanent change of station (PCS) travel advances may be paid by travelers checks for per diem and temporary subsistence expenses when authorized by the servicing disbursing officer. Otherwise, all PCS travel advances will be made by treasury check. When a partial PCS advance is paid by travelers checks, the disbursing officer must establish adequate controls to prevent issuance of a duplicate advance by treasury check.

(3) The minimum amount of an advance to be paid by travelers checks is \$100.00. Travelers checks are available in denominations of \$20.00 or higher and are packaged in various multiples with a minimum amount of \$100.00. In order to avoid unnecessary financial hardship, a \$100.00 travel advance may be paid by travelers check when this amount does not exceed 80% of the maximum travel advance limit. Similarly, an advance amount may be increased to the next available travelers check package combination amount when the authorized advance amount exceeds an available package combination amount by \$25.00 or more as long as the maximum travel limit is not exceeded. This provision to increase an advance amount is authorized without specific approval of the travel approving official.

c. Permanent or Retained Advances. Permanent or retained travel advances may be authorized in accordance with AR 37-106, paragraph 14-4 and the following provisions:

(1) The amount of a permanent or retained advance may not exceed the estimated amount of travel advance which would be otherwise authorized for out of pocket expenses for a period not exceeding a maximum of 45 days.

(2) A permanent or retained advance may only be issued to an employee who would otherwise have an unsettled advance 90% of the time.

(3) The amount of a permanent or retained advance may not exceed the average amount that the employee would otherwise be authorized for per diem on individual trip advances. The average amount should be determined by adding the estimated advance amounts for projected travel and dividing by the number of months involved.

(4) An individual with a permanent or retained advance may not be issued additional separate travel advances.

(5) A request for a retained travel advance must be submitted to CEHEC-RM-F for approval. It must include a DD Form 1351, Travel Voucher, and a DF from the travel approving official explaining the circumstances under which the retained advance is necessary, along with a projected schedule of travel for the next year or other substantial evidence to support frequency, length, and destinations of TDY trips.

d. An advance for a travel order citing USACE civil works funds (96XXXX) may only be paid by the disbursing officer whose fiscal station number (FSN) is included in the fund citation unless a reimbursable order (DA 2544) is issued for the amount of the advance. This restriction includes issuance of travelers checks only by an agent whose payments to Citicorp are made by the FSN cited on the order.

12-2. Travel of HQUSACE and OCE Personnel for Field Operating Activities.

a. Military Field Funding. Travel expenses for personnel from HQUSACE and OCE will be funded by the field operating activity requesting the service of HQUSACE and OCE representatives when the services provided will be charged to military project or activity funds. These requests will be limited to work which normally would be performed on-site if the expertise were available. Expenses of field trips for purposes such as general inspection, general supervision, and auditing will be charged to HQUSACE and OCE military travel funds.

b. Civil Field Funding. Travel expenses for personnel from HQUSACE and OCE will be charged to project funds only when travel contributes directly to the accomplishment of the project. The general rule is, projects benefit directly when the service performed would be performed in the district if the expertise were available. However, a permissible exception would be consulting service or assistance requested in writing. When HQUSACE personnel are actually engaged in design or redesign, travel costs incurred are also properly chargeable to project funds. The term "actually engaged" is intended to cover only those HQUSACE personnel directly in the design or redesign actions, not those engaged in supervision and review.

12-3. Temporary Duty Travel of USACE or OCE Personnel for Another Office.

a. When a USACE or OCE employee performs TDY travel for which the expenses will be reimbursed by another Department of Defense Office, authorization and payment of travel expenses should be accomplished by use of DA Form 2544, Inter-Army Order for Reimbursable Services, but may be accomplished by direct citation of the funding office funds on the travel order or issuance of the travel order by the funding office when necessary.

(1) DA Form 2544. Reimbursement by another office should be authorized and funded by DA Form 2544. This procedure allows the traveler to obtain a local travel advance, assures that the proper finance and accounting office receives the appropriate records for posting to DD Form 1588, Record of Travel Payments, and prevents attempts by other agencies to cross-disburse civil funds, which is prohibited.

(2) Direct Fund Cite.

(a) When military funds are cited and the traveler's finance and accounting office can disburse military funds, a direct citation of the requesting office funds may be used on the travel order when a non-USACE office will not issue or accept a DA Form 2544. If a travel advance is issued for a direct fund citation the advance should be promptly transferred to the requesting office and appropriate records maintained with adequate procedures to assure recoupment of the advance on settlement of the travel voucher. Compliance with the provisions of Army Regulations is required.

(b) A direct citation of civil funds may be used when necessary in emergency situations if use of PA Form 2544 is impractical due to time constraints or conflict with policy of a non-USACE office. The travel order must specifically identify the name and address of the appropriate office to be billed for all costs. A direct fund citation must be a written authorization and the issuing Finance and Accounting Officer must certify fund availability. Payment of a travel advance or travel voucher for reimbursement of travel expenses may only be paid by the disbursing station stated in the fund citation unless that station has issued an official request for reimbursable services authorizing payment of the advance by another disbursing station. The travel order must state in item 16 that a travel advance and the travel voucher may only be paid by the disbursing station identified in the fund citation. A copy of the travel order must be furnished to the disbursing station identified in the fund citation.

(3) Orders Issued by Funding Office. A travel order may be issued by the funding office for an employee of another office when required by unusual circumstances. When this procedure is used, the following provisions are required.

(a) The employee's supervisor and travel approving official must concur with the travel assignment.

(b) A travel advance for Civil Works funds may only be issued by the disbursing station stated in the fund citation.

(c) All travel payments for Civil Works funds must be paid by the disbursing station stated in the fund citation.

(d) Copies of the paid travel documents must be furnished to the employee's servicing finance and accounting office for posting to the DD Form 1588, Record of Travel Payments.

b. Travel of USACE personnel for another office should be closely coordinated in advance of actual travel to preclude hardship on the part of the traveler, especially when a travel advance is necessary for performance of travel. Travel funded by DA Form 2544 is preferable for maximum fund control and efficiency in processing travel advances and reimbursement vouchers. When a direct fund citation is necessary the traveler must be aware that a travel advance can only be issued by the finance and accounting officer whose funds are cited. In such a case the advance can be made if the issuing office is at the travel destination. Otherwise, travel must be performed without an advance or the advance must be mailed to the traveler.

12-4. Issuance of Government Transportation Request (GTR) and Government Bill of Lading (GBL) with Civil Works Fund Citation.

a. In any instance where a GTR or a GBL may be issued with a Civil Works fund citation, the fund citation must be complete with appropriation number, appropriation title, fiscal station number, and correct billing name and address. A Civil Works fund citation may not be used on a GTR or GBL with a billing address for the U.S. Army Finance and Accounting Center (USAFAC) at Indianapolis, Indiana, regardless of where the GTR or GBL is issued. Since most GTRs and GBLs for Army installations are preprinted with the USAFAC billing address, special attention is required when Civil Works funds are cited. When PCS orders are issued citing civil funds, the traveler must be officially informed that he/she is responsible to insure that any GTR or GBL issued in connection with the PCS travel must show the proper billing address to the paying FSN (not USAFAC).

b. In any instance when it is necessary to furnish a Civil Works fund citation to another office for GTR, and GBL, or PCS

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orders, the office issuing the fund citation is responsible to ensure that the complete fund citation and correct billing name and address are appropriately included on the document(s). Civil Works funded transportation bills misdirected to USAFAC for payment are referred to CERM-FA-A for payment and must be returned to the vendor for redirection to the appropriate office.

CHAPTER 13

TRAVEL SUPPORT FORMS

13-1. General. The forms listed herein are prescribed to support travel and transportation activities. Forms are available through normal publications supply channels except ENG Form 4743-R, ENG Form 4915-R, ENG Form 4960-R and DA Form 2374-R, which are available through local reproduction. Forms will be reproduced locally on 8 1/2 by 11 inch paper.

13-2. Forms.

a. ENG Form 327 - Schedule of Travel Performed may be used as a draft to prepare travel vouchers (Figure J-14 and J-15, Appendix J).

b. ENG Form 4032 - Control of Travel Orders and/or Record of TRs is used to log in travel orders and GTR issued (Figure J-16, Appendix J).

c. ENG Form 4743-R - Claim for Temporary Quarters Subsistence Expenses/Foreign Transfer Allowance (SE) is used to record daily itemization of expenses (Figure J-17 and J-18, Appendix J).

d. ENG Form 4915-R - Proposed Monthly Air Travel will be used to report projected monthly air travel (Appendix E).

e. ENG Form 4960-R - Request for Approval of Foreign Travel must be submitted with DD Form 1610 (Figure G-1 and G-2).

f. DA Form 1056 - Authorization to Apply for a "NO FEE" Passport and/or Request for Visa (Figure J-19, Appendix J).

(1) Upon receipt of executed travel order, accompanied by a copy of DA Form 2374-R or a memorandum request, CELD-TT will execute DD Form 1056 and arrange for necessary passport and visa(s)

(2) Upon completion of each trip travelers will return passports to CELD-TT. g. DA Form 2374-R - Notification of Foreign Visit. Form is self-explanatory. This form will be reproduced locally in accordance with AR 380-15 (Figure J-20, Appendix J).

h. DA Form 2544 - Intra-Army Order for Reimbursement Services. Form is self-explanatory. This form will be used in accordance with AR 381-15 (Figure J-21, Appendix J).

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i. DD Form 1351 - Travel Voucher. Persons eligible for an advance of funds will complete Sections I, II, VI and forward to the appropriate finance and accounting office (Figure J-22, Appendix J).

j. DD Form 1351-2 - Travel Voucher or Subvoucher (Figures J-23 thru J-32).

(1) Prior to submission of travel voucher, all unused GTRs, tickets, refund applications, exchange orders and other transportation documents or portions will be turned in by the traveler to the Issuing office (i.e., Ask Mr. Foster). Cancellation of reservations will be made as shown as it is known that they will not be used.

(2) Travelers will indicate on travel voucher whether the GTR/ticket was used, unused, lost or stolen.

(3) Travel vouchers will be filed within 10 days after completion of travel.

(4) Insure that voucher has been signed by an official who has a DD Form 577, Signature Card on file (Figure J-10).

(5) When continuation vouchers are necessary, DD Form 1351-2c will be used.

k. DD Form 1351-3 - Statement of Actual Expenses. This form will be prepared by traveler when an actual expense allowance has been approved.

l. DD Form 1610 - Request and Authorization for TDY of DOD Personnel:

(1) For routine CONUS TDY orders (Figures J-32 thru J-36)

(a) Traveler will initiate form and obtain appropriate signatures.

(b) The Finance and Accounting Branch representative will certify availability of funds in item 19, keep two copies of the order and request for advance of funds, if submitted, and return to the traveler's office.

(c) Distribution. Generally concerned are traveler, HECSA or MDW and Ask Mr. Foster.

(2) OCONUS TDY Orders (Figures 3-37 thru 3-40). The following actions are required.

(a) Traveler will initiate DD Form 1610, completing all items, except item 15 and 20.

(b) Traveler will prepare ENG Form 4960-R.

(c) Order approving officials will review requests for compliance with regulations and limitation.

(d) HECSA representative will prevalidate funds shown in item 19 and forward to CELD-TT.

(3) DD Form 1610 will be used for amendments and revocations. No options granted, except invitational orders (Figures 3-4 and J-6).

m. DD Form 1614 - Request and Authorization for DOD Civilian Permanent Duty Travel. This form will be prepared by CELD-TT for civilian personnel relocating to HQUSACE (Figures J-41 and J-42).

n. SF 1034 - Public Voucher for Purchase and Services Other than Personal (Figure J-43). This form will be used for reimbursement of registration fees when no travel is involved.


o. SF Form 1164 - Claim for Reimbursement for Expenditure on Official Business (Figures 3-12 and 3-13). This form will be used to claim expenses for local travel.

p. Invitational Travel Orders. Operating officials will prepare a request and send through their appropriate order approving official, CEPD-S-FL and the HECSA representative to CELD-TT for issuance of order (Figure 3-44, Appendix J).

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q. Letter of Immunization. Upon receipt of DD Form 1610 or a DF request, CELD-TT will execute a letter of immunization (Figure J-45, Appendix J).

FOR THE COMMANDER:



ALBERT J. GENETTI, JR.
Colonel, Corps of Engineers
Chief of Staff

Appendixes

APP A - References
APP B - Preliminary
 Planning
APP C - Month of Fiscal Year Designation
APP D - Organizational Codes
APP E - ENG Form 4915-R
APP F - DA Form 2496
APP G - ENG Form 4960-R
APP H - Trip Report Format
APP I - Example of Trip Report
APP J - Forms
APP K - Checklist